

Instructions to Complete Application Packet
Permit for Project within the Highway Right-of-Way

Application Form Requirements:

- **Applicant Information:** Name and address of Applicant along with contact information for point of contact. *(If contractor will be providing Bond and/or Insurance, then contractor information must also be included. Applicant and contractor will both be required to sign the permit.)*
- **Requested start date:** *(Beginning start date should be a minimum of 30 days from date of application. If work is authorized, then permit will be automatically issued when approved. Permit duration will be a standard 90 days.)*
- **County:** Name of the County of requested project location
- **State Route:** Name of the highway of requested project location
- **Location of Requested Work:** Detailed information about project site location for requested work. *(options listed below)*
 - Beginning and ending log miles
 - Beginning and ending GPS coordinates
 - Beginning and ending mile markers
 - Qualifying adjacent parcel ID number and/or physical address
 - Length and size of requested project area along Right-of-Way
- **Detailed Work Proposal:**
 - Description of the type of work to be performed in project on highway Right-of-Way
 - Detailed written description of the work being requested
 - List of mechanical equipment to be used on project *(chainsaw, tractor bush-hog, bobcat grinder attachment, fecon etc.)*
 - Description of the amount and type of vegetation to be bush-hogged
 - Description of the amount and type of vegetation to be trimmed
 - Description of the amount and type of vegetation to be removed *(Any request to remove trees or tree like vegetation over 4 inches in diameter at breast height (dbh) must be specifically listed in the description and labeled on the diagram)*
- **Diagram of Proposed Project:** *(Separate survey or engineer drawing/ plans are acceptable)*
 - Detailed diagram of work site perimeter including any known reference points or landmarks
 - Diagram and label of existing vegetation within the project work site
 - Diagram and label of existing vegetation that is requested to be cut, trimmed or removed
 - Labeling of highway and direction of travel for referencing site location

Additional documentation to be included with completed Application form:

- **Surety Bond or Running Surety Bond** – Full copy of the Bond certificate in the amount of \$10,000 per application/ project. **In addition, all Running Surety Bond must include current renewal declarations.**
- **Certificate of Insurance** - Copy of Insurance providing liability coverage in an amount not less than \$1,000,000 (\$1 million dollars) per occurrence and \$300,000 per claimant. **In addition, the Insurance Policy must list TDOT as the Certificate Holder. The name listed should read: TDOT, James K. Polk Building, 505 Deaderick Street Suite 700, Nashville, TN 37243-0333.**
- **Diagram of proposed project** - A separate survey or engineer drawing/ plans are acceptable in lieu of the diagram provided as long as all required information has been included.
- **8 x 10 colored photograph** - One or more photos showing proposed site and vegetation to be cut, trimmed or removed.
- **Legal Interest in Adjoining Property** - **A copy of the outdoor advertising control permit will meet requirement for legal interest in the adjoining property. Eligible outdoor advertising devices must have been legally permitted and in good standing as of September 10th, 2019.**